

CPC Eligibility Criteria

In order to be considered for the CPC program, candidates must:

- Have received at least a “meets standards” rating on their last job performance review.
- Have served successfully for no less than one year as of the application deadline date, as a regular, full-time employee of the MD Judiciary as either a state or locally-paid Judiciary employee.
- Commit to stay with the court for at least one year after completion of the CPC program.
- Fully complete the application form, adhering to all instructions.
- Attach a formal letter of recommendation from the applicant’s highest Administrative Head (e.g., Clerk of Court, Administrative Clerk, Administrative Commissioner, AOC Assistant State Court Administrator, and DCHQ Assistant Chief Clerk).
- Submit a signed essay of no more than 300 words as to why they wish to be considered for the CPC program.
- Maintain a rating of “meets standards” or higher on performance reviews throughout the program. Any participant who falls below this rating will not be allowed to continue with the program until the performance rating is brought up to “meets standards.”
- Not be in a lead worker, supervisor, or manager position, with the exception of the following: Graduates of the Court Supervisor/Manager Certificate (CS/MC) program and/or the Institute for Court Management (ICM) program. Graduates from CS/MC and ICM may apply whether they are or are not lead workers, supervisors, or managers.